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INEBRIATES ACTS, 1879 TO 1899. 6.

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RULES FOR RETREATS (SCOTLAND).

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COPY OF RULES FOR RETREATS LICENSED IN SCOTLAND  
UNDER THE INEBRIATES ACTS, 1879 TO 1899, APPROVED  
BY THE SECRETARY FOR SCOTLAND, ON THE 14TH  
APRIL, 1902.

(Presented pursuant to Act 61 & 62 Vict. c. 60, s. 21.)



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*Ordered, by The House of Commons, to be Printed,  
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1902.



# THE INEBRIATES ACTS, 1879 to 1899.

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## RULES FOR RETREATS LICENSED UNDER THE ABOVE ACTS IN SCOTLAND.

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I, the Right Honourable Alexander Hugh, Lord Balfour of Burleigh, K.T., His Majesty's Secretary for Scotland, by virtue of the power conferred on me by the above Acts, do hereby make the following rules for Retreats licensed under the above Acts in Scotland:—

### *Application for Licence.*

1. Before application is made to a local authority by any person or persons desirous of obtaining a licence to conduct a retreat under the Inebriates Acts, the following particulars with respect to the proposed institution shall be previously submitted to the Secretary for Scotland for approval—

- (1.) The name proposed for the retreat.
- (2.) The names of persons applying for a licence.
- (3.) A description and plan of the site.
- (4.) Plans of building, showing area, height, and arrangement of rooms, the external offices and conveniences attached to the buildings, and all necessary details as to safe custody, water supply and baths, fire escapes, drainage, ventilation and sanitary arrangements.

The plans must exhibit—

- (a.) Adequate bedroom or dormitory accommodation, day rooms and proper provision for the employment of inmates. Dormitories should show 600 cubic feet of air space per head, and separate bedrooms at least 720 cubic feet, but no calculation for height of room is to exceed 12 feet, and in each case conditions must exist for efficient ventilation.
- (b.) Separate and suitable room or rooms to be used, in case of necessity, for the treatment of cases of illness.

*Forms.*

2. The forms numbered I. to VI. in the Appendix A. hereto shall be used for the purposes set out in the headings thereof, and in lieu of the forms set out in the Second Schedule of the Act of 1879. Forms VII. and VIII. are for the use of licensees making application to Justices for "Discharge" or "Leave of Absence" in the case of patients detained under the Acts, and in accordance with sections 12 and 19 respectively of the Act of 1879.

*Plans.*

3. The plan or plans submitted to the Justices according to the Form No. 1 of Appendix A. shall be hung up in some conspicuous place in the retreat.

On the plan or plans the rooms to be appropriated to the use of inebriates, hereafter termed "patients," shall be distinguished from those used by the licensee and his family.

*Superintendent and Deputy.*

4. The resident licensee of a retreat shall, wherever possible, be a registered medical man.

He may from time to time appoint a Deputy, who shall be a person approved by the Inspector, to assist him in the execution of his duties and in the general management of the retreat.

The local authority granting a licensee for a retreat may give consent to the appointment of such Deputy as a permanent officer, so that he may at any time be ready to act during the temporary absence of the licensee, in accordance with the conditions of section 3 of the Inebriates Act, 1888.

*Books.*

5. The licensee of the retreat shall provide and keep the following books, namely :—

(a.) The "Register of Admissions and Discharges."

(b.) The "Case Book," in which the medical attendant, or the licensee, if acting as medical attendant, shall enter the name, sex, and previous occupation of every patient admitted into the retreat, and other particulars.

Subsequent entries shall be made in the Case Book recording the progress of each case, and also all bodily ailments, injuries, or accidents happening to the patients; the medicines and alcoholic stimulants (if any) administered; and the special treat-

ment adopted for the cure of the patient, with the result. Such entries shall be made monthly or oftener.

The licensee shall take such steps as are reasonably practicable to learn the history of his patients after they have been licensed or discharged, and the information thus procured shall be entered in the Case Book in the words "Doing well," "Improved," "Not improved," "Not heard of," "Insane," or "Dead," as the case may be, together with any particulars of interest that may have been ascertained.

The "Register" and "Case Book" shall respectively be in the forms, and contain entries of the particulars, given and indicated in the Appendices B and C hereto annexed.

- (c.) A "Licensee's Journal," in which shall be entered, under date, particulars of all matters of importance occurring in the retreat, noting therein all instances of infraction of discipline or offences by patients, servants, or persons unconnected with the institution, especially detailing all circumstances associated with the obtaining of liquor by patients, either by their own efforts or by aid of other persons, and the means taken to prevent recurrence. Should any physical restraint or coercion be employed, a full detail of the circumstances shall be at once entered in the journal. A note shall also be made at the commencement of every month stating the number of private patients accommodated in the retreat, in addition to those duly admitted "under the Acts."
- (d.) A "Visitors' Book," with which shall be bound up King's Printer's copies of the above Acts, which shall be for the use of the Inspector, and the Inspector shall enter therein such observations and report as he may think fit, and a copy of all such entries shall, within three days after the date thereof respectively, be transmitted by the licensee to the Secretary for Scotland by post.
- (e.) The licensee shall keep a list of all patients residing in his house, or who may be absent on licence, together with the payments made by or for each of them.

#### *Notices.*

6. In addition to the notices required by the Acts, the licensee shall, immediately after the death or within two days of discharge of any patient in the retreat, send by post notice of such death or discharge to the Clerk of the Local Authority and to the Secretary for Scotland.



The licensee shall, within two clear days, send by letter to the Inspector notice of every licence permitting a patient to be temporarily absent from the retreat, and such notice shall give the name and address of the person with whom the patient is to reside during such absence.

He shall also immediately send notice by letter, marked "Urgent," to the Inspector of every escape of a patient, and, on subsequent return, of the return of such patient to the retreat, stating whether or not a warrant was issued.

### *Admissions and Discharges.*

7. Copies of admission forms sent to the Secretary for Scotland, in accordance with section 11 of the Act of 1879, must be accompanied with exact information of the date of entry of the patient to whom such admission forms apply, and in notifying the discharge of a patient from a retreat to the Secretary for Scotland, the licensee shall, in all cases, state the cause of such discharge.

In the event of discharge from any cause other than that of "efflux of time," the licensee shall, in notifying such discharge to the Secretary for Scotland, send detailed particulars of the circumstances that led to his application to a Justice of the Peace for an order under section 12 of the Act of 1879. Whenever possible, notice of an intended application for discharge of a patient, duly signed by the licensee of the retreat, shall be sent, at least seven days before such application is made, to the Inspector, to the person by whom the last payment for the patient was made, and to one at least of the persons who signed the Statutory Declaration under which the patient was admitted to the retreat.

When a licensee receives notice that application is about to be made to procure the discharge of a patient under section 18 of the Act of 1879, he should furnish the Secretary for Scotland with an immediate report of any circumstances which he considers should properly be laid before the Sheriff, but which are likely to remain undisclosed unless he intervene.

### *Inspection.*

8. All parts of the retreat shall at all times be open to the Inspector, and shall be shown to him at his visitation, and every patient detained in the retreat shall be produced to him. The licensee shall give full and true information to the Inspector in reply to such inquiries as he may deem necessary, and lay before him all books, registers, lists, and documents by the Acts or hereby required to be kept, and at all times furnish him with copies of any entries which he may require.

The licensee and the medical attendant respectively shall, whenever required by the Inspector, furnish him with a special report upon the mental and bodily condition and conduct with reference to abstinence from intoxicating liquor, or otherwise, of any patient on the register of the retreat. The Inspector's annual report shall be a detailed and independent criticism of the working of each retreat during the year, and if the licensee neglects to provide facilities for employment, or allows the establishment to fall below a proper standard of discipline or efficiency, the Inspector shall report to this effect to the Secretary for Scotland, who at his discretion will consider the advisability of communicating with the Licensing Authority.

#### *Employment.*

9. The licensee shall submit to the Secretary for Scotland, with the other rules of the establishment, details of the kind of work to be required of the patients, and of the amount which shall be regarded as a task required by health, and of any punishments proposed for idleness, and refusal to comply with such rules.

#### *Inebriates being or becoming Insane.*

10. If any patient admitted into or detained in the retreat shall be found to be, or shall while in the retreat, become insane, the licensee shall immediately give notice thereof by letter marked "Urgent" to the Inspector, to the person by whom the last payment for such patient was made, and to one at least of the persons who signed the Statutory Declaration under section 10 of the Inebriates Act, 1879. He shall also, by giving notice to the relieving officer of the union or parish in which the retreat is situated, or by procuring an urgency order, take the necessary steps to the intent that the patient so being or becoming insane may forthwith be placed under proper care and control as a lunatic.

#### *Separation of Sexes.*

11. The licensee shall, in cases where patients of both sexes are received in a retreat, make due provision for the separation of the sexes at night, and at all but defined hours in the daytime.

#### *Treatment.*

12. The licensee shall give, when required by the Inspector, full information as to the medical or other curative treatment of the patient ; but if the Inspector is dissatisfied with the methods adopted, the circumstances of each particular case shall be fully reported by him to the Secretary for Scotland, who, if he shall consider such course necessary, will make due representation to the Licensing Authority, directing their attention to the matter.

*Visits of Friends.*

13. Patients in a retreat may at all reasonable times be visited by their relatives and friends: Provided always, that if in any case the licensee shall think that the visit of any particular person or persons would at any particular time, or generally, be prejudicial to the patient proposed to be visited, or would be likely to hinder the cure of such patient, he may prohibit such visit.

In the case of a prohibited visit the licensee shall give his reasons for refusal, in writing, to the visitor, and an entry of such reasons shall be made in the "Journal," and a copy thereof sent to the Inspector within 24 hours.

The Inspector may at any time give an order, in writing under his hand, for the admission to any patient of any relative or friend of such patient of either sex (or of any medical practitioner or legal adviser, whom any such relative or friend of such patient shall desire to be admitted to the patient), and such order of admission may be for a single admission or for an admission for a limited number of times, or for admission generally at all reasonable times.

The licensee may, if he shall think fit, direct that interviews between patients and visitors of the opposite sex shall take place in the presence of an official or attendant of the retreat.

*Patients' Letters.*

14. The licensee shall deliver letters and parcels addressed to patients in his retreat, and shall post or forward all letters written by the patients of his retreat according to the intentions of the writers, except in cases in which he is authorised to open or detain them by Regulation approved by the Secretary for Scotland under Rule 19, *post*.

Provided always, that all letters written by a patient and addressed to the Secretary for Scotland, to a Sheriff, to the Local Authority or Clerk thereof, or to the Inspector, shall be forwarded unopened and without delay.

*Public Houses.*

15. A patient detained in a retreat shall not, without written permission from the licensee of the retreat, enter any public-house or other house where intoxicating liquors are sold.

*Intoxicating Liquors.*

16. Without special written authority from the licensee or medical attendant of a retreat, no patient detained in a retreat shall take, have in his possession, administer to another patient



similarly detained, or introducee, or cause to be introduced into a retreat, any intoxicating liquor, or sedative, narcotic, or stimulant, drug or preparation.

*Prosecutions.*

17. It shall be the duty of the Inspector to report to the Secretary for Scotland any serious offence against the provisions of these Acts, or these Rules, which may be brought to the notice of the Inspector, with a view to take such action in relation thereto as the Secretary for Scotland may direct.

*Attendants.*

18. Every attendant and servant shall be duly informed of the offences specified in the Acts, and of the penalties attached to the commission thereof. They shall also be furnished with a copy of the "Regulations and Orders" authorised by the Secretary for Scotland, and it shall be the duty of the licensee to prosecute every attendant offending against the Acts or these Rules, and in case of conviction, to dismiss the offender from his service.

*Regulations and Orders.*

19. "Regulations and Orders" (not inconsistent with these Rules) for the domestic arrangements of the retreat and the management and treatment of the inmates thereof, shall, within one month from the granting of the licence, be drawn up by the licensee, and by him be submitted to the Inspector; and such "Regulations and Orders," when approved by the Secretary for Scotland, shall be adopted and strictly observed in the conduct of the establishment.

Approved—

*Balfour of Burleigh,*  
His Majesty's Secretary for Scotland.

Scottish Office, Whitehall,  
14th April, 1902.

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## APPENDIX A.

## FORM NO. I.

Application for Licence of Retreat.

The Inebriates Acts, 1879 to 1899.

To the County (or Town) Council [as the case may be].

I, the undersigned, hereby apply for a licence for the house described below, as a retreat for the reception of male [or female, or male and female] persons, being inebriates within the meaning of the above-mentioned Acts, to be detained and treated as patients therein.

And I, the undersigned, undertake to reside in the house and give my personal attention to the management, care, employment, and treatment of the patients.

I also undertake to give two months' notice to the Council and the Secretary for Scotland if I shall determine to resign this licence or not to apply for its renewal.

I also undertake not to apply for a transfer of this licence without previous notice to the Secretary for Scotland.

(Signed) Name,  
Address,  
Description,

(Witness) Name,  
Address,  
Description,

House to be described with the following [among other] particulars; and a plan on a scale of not less than one-eighth of an inch to a foot to accompany the description, and be referred to therein:

- (a.) Dimensions of every room.
- (b.) Arrangements for separation of sexes.
- (c.) Quantity and nature of land available for exercise and recreation or employment of patients.
- (d.) Descriptions of work provided for patients, and arrangements made for directing and enforcing work.
- (e.) Extent of applicant's interest in the house.

## RULES.

1 An application may include two or more houses belonging to the same person or persons, provided no one of the houses is separated from another or others of them otherwise than by land in the same occupation and by a road, or in either of those modes.

2. The application is to be made not less than thirty days before the meeting at which it is to be considered.

3. The Clerk of the Local Authority is to give notice of the application having been made, by advertisement published in a newspaper circulating in the district of the Local Authority, six days at least before the meeting at which the matter will be considered.

## FORM NO. II.

## Licence.

The Inebriates Acts, 1879 to 1899.

County { This is to certify that in pursuance of the above-mentioned  
 [or { Acts the { County Council } of the County [or Burgh] of  
 Burgh] of { Town Council }  
 , upon the application of A.B., a copy of which application  
 is indorsed on this licence, have licensed and do hereby licence the said A.B.  
 to use the house described in that application for the reception of  
 persons, being inebriates, as follows, namely, male [or female, or  
 male and female] patients for calendar months  
 from this date.

Dated this            day of            .

(Signed)

Clerk of the Local Authority.

## RULES.

1. A fee of ten shillings is to be paid for the licence in addition to stamp duty and expenses referred to in section 14 of the Act of 1879.

2. The Clerk of the Local Authority, within ten days after a licence has been granted, is to give notice of the granting thereof by advertisement published in a newspaper circulating in the district of the Local Authority, and is to send a copy of the licence to the Secretary for Scotland.

## FORM NO. III.

## Request for Reception into Retreat.

The Inebriates Acts, 1879 to 1899.

To

I, the undersigned, hereby request you to receive me as a patient in your retreat at            , in accordance with the above mentioned Acts, and I undertake to remain therein for            at least, unless sooner duly discharged, and to conform to the regulations for the time being in force in the retreat.

Signature of Applicant,

The above-named            signed this application in my presence, and at the time of his [or her] so doing satisfied myself that he [or she] was a person to whom the Inebriates Act, 1879, applies, and I stated to him [or her] the effect of this application, and of his [or her] reception into the retreat, and he [or she] appeared perfectly to understand the same.

Dated this            day of            .

Justice of the Peace for the  
ofApplicant's Name in full,  
Address,  
Description,

## FORM No. IV.

## Request for Retention in Retreat.

The Inebriates Acts, 1879 to 1899.

To

I, the undersigned, hereby request you to retain me as a patient in your retreat at \_\_\_\_\_, in accordance with the above-mentioned Acts, and I undertake to remain therein for \_\_\_\_\_ at least, unless sooner duly discharged, and to conform to the regulations for the time being in force in the retreat.

Signature of Applicant,

The above-named \_\_\_\_\_ signed this application in my presence, and at the time of his [or her] so doing I stated to him [or her] the effect of this application and of his [or her] reception into the retreat, and he [or she] appeared perfectly to understand the same. I was [We were] also satisfied by the certificate of [the Inspector, or Medical Witness], that the further detention is likely to be of benefit to the patient.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ .

Justice of the Peace for the  
of \_\_\_\_\_Applicant's Name in full,  
Address,  
Description,

## FORM No. V.\*

## Request for Re-admission into Retreat.

The Inebriates Acts, 1879 to 1899.

To

I, the undersigned, hereby request you to re-admit me as a patient in your retreat at \_\_\_\_\_, in accordance with the above-mentioned Acts, and I undertake to remain therein for \_\_\_\_\_ at least, unless sooner duly discharged, and to conform to the regulations for the time being in force in the retreat.

Signature of Applicant,

The above-named \_\_\_\_\_ signed this application in my presence, and at the time of his [or her] so doing I stated to him [or her] the effect of this application, and of his [or her] reception into the retreat, and he [or she] appeared perfectly to understand the same. I was [We were] also satisfied by the certificate of [the Inspector, or Medical Witness] that another period of detention is likely to be of benefit to the patient.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ .

Justice of the Peace for the  
of \_\_\_\_\_Applicant's Name in full,  
Address,  
Description,

\* This form must only be used when the applicant has been detained in a retreat under the Acts within the five years immediately preceding the date of the present application.

## FORM No. VI.

## Statutory Declaration in View of Admission.

The Inebriates Acts, 1879 to 1899.

We, \_\_\_\_\_, severally, solemnly, and sincerely declare that \_\_\_\_\_, who is an applicant for admission into the \_\_\_\_\_, is an Inebriate within the meaning of the Inebriates Act, 1879,\* and we severally make this solemn declaration, conscientiously believing the same to be true, and by virtue of the Statutory Declarations Act, 1835.

Taken and declared severally at \_\_\_\_\_, in the }  
 County of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_ }  
 Before me }  
 (a.) J.P. for the \_\_\_\_\_ of }  
 (b.) any Magistrate or Judge Ordinary }

To be signed by two friends of the patient before a Justice of the Peace or any Magistrate or Judge Ordinary.

## FORM No. VII.

The Inebriates Acts, 1879 to 1899.

*Discharge.*

42 &amp; 43 Vict. ch. 19, sect. 12.

I hereby, on the request in writing of \_\_\_\_\_, Licensee of the Retreat known as \_\_\_\_\_, grant discharge from under the provisions of the above Acts to \_\_\_\_\_ for the following reasons:—

Dated this \_\_\_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_, in the \_\_\_\_\_ county of \_\_\_\_\_.

Justice of the Peace for the \_\_\_\_\_  
 of \_\_\_\_\_.

## FORM No. VIII.

The Inebriates Acts, 1879 to 1899.

*Leave of Absence.*

42 &amp; 43 Vict. ch. 19, sect. 19.

I hereby grant leave of absence to \_\_\_\_\_, a patient at present detained under the provisions of the above Acts, in the Retreat known as \_\_\_\_\_.

The permission is granted at the request of the Licensee, \_\_\_\_\_, and, unless sooner revoked, shall remain in force for a period not exceeding \_\_\_\_\_, under the following conditions, viz.:—

(1.) The said \_\_\_\_\_ shall abstain entirely from drinking intoxicating liquors.

\* An "Habitual Drunkard" (or Inebriate) is defined in the Act of 1879 as meaning a person who is by reason of habitual intemperate drinking of intoxicating liquor at times dangerous to himself or herself or to others, or incapable of managing himself or herself and his or her affairs.



(2.) The said                      shall reside with                      , at  
 who undertakes to be responsible for the patient, and communicate immedi-  
 ately with the Licensee of the Retreat should he escape or refuse to be  
 restrained from drinking intoxicating liquors.

(3.) On notice of revocation of this Leave of Absence the said  
 shall forthwith return to the Retreat.

Dated this                      day of                      .

Justice of the Peace for the  
 of                      .

## APPENDIX B.

(Showing Form of)

## REGISTER OF ADMISSIONS AND DISCHARGES.

Retreat

Date of previous Admission (if any).	No. in order of Admission.	Date of Admission.	Christian and Surname at Length.	Sex.		Age.	Condition as to Marriage.			Previous Place of Abode.	Date of Application, and of Justice's Attestation.	Condition of Health on Admission.	Date of Discharge or Death.	How discharged.	Age at Death.		Observations.
				M.	F.		Married.	Single.	Widowed.								
	1	1880. Jan. 3	William Johnson	1	—	29	—	1	—	—	1879. December 30	Good ..	1880. June 21 ..	Effluxion of time.			
	2																
	3																
	4	1881. Apr. 5	Jane Smith ..	—	1	45	1	—	—	—	1881. April 1 ..	Feeble	1881. September 9	.. ..	46	Phthisis	

Retreat

## PARTICULARS OF CASES.

RECORD OF TREATMENT.																																	
NAME.		Date.		Condition of Patient.		Treatment.		Remarks.		Restraint or Coercion.		Result.																					
		First Day	Second Day	Third Day																													
		..	..	..																													
		..	..	..																													
		..	..	..																													
	Date of Admission.	Age.	Nationality.	Religion.	Education.	Previous Residence.	Occupation.	Living with Family.	Living Alone.	Relatives intemperate.				General Health.																			
								Married.	Single.	Widower, or Widow.	Father.	Mother.	Brother.	Sister.	Grandfather.	Grandmother.	Uncles.	Aunts.	Relatives insane.	Intemperance Regular or Periodical.	Frequency of Periods.	Duration of Drinking Habits.	Excessive Drinking.	Violent, Cheerful, or Gloomy, when Intoxicated.	Kind of Liquor Drunk.	Ordinary Habits, Social or Solitary.	Ever been in Insane or Inebriate Asylum.	Tobacco.	Opium or other Drugs.	Sleep.	Had Delirium Tremens? How often?	Exciting Cause.	Complicating Disease?



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